



**Handbook for Instructional  
Department Chairs  
Academic/CTE/Health Sciences and  
the Center for Teaching & Learning  
(CTL)**

**2026-2027**

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## **Overview**

The Instructional Department Chair or Center for Teaching and Learning (CTL) Chair serves as the direct supervisor for their respective unit. The Chair acts as the administrator for both faculty and staff in their area across all instructional locations and modalities, including MSVCC and dual enrollment where applicable.

The Chair's contract includes six hours of instruction per semester in addition to assigned administrative duties. Any additional contact hours beyond this load are compensated as overloads. Contract lengths vary by area as follows:

Academics – 9 months

Career/Technical – 9 months

Health Sciences – 11 months

Center for Teaching and Learning – 9 months

The following pages outline the job description for department and CTL chairs at MDCC. A detailed explanation of responsibilities, along with supporting documents, is included in this handbook.

## **The Department Chair**

Under the direction of the Vice President of Instruction, the department chair provides leadership to the department/division. Responsibilities of the Department Chair include: teaching, selection, orientation, and supervision of faculty; curriculum development; in-service education; scheduling of classes; preparing and administering the departmental budget; payroll; and long-range planning. More specifically, the Department Chair's responsibilities include the following:

1. To participate in selecting faculty for the department including full-time, adjunct, dual enrollment, and eLearning.
2. To develop the highest possible level of excellence in instruction by working with the faculty, orienting new faculty members to the college and to their specific function, and observing all faculty members in their duties.
3. To preside over departmental meetings as well as maintain records of the minutes for the department.
4. To supervise the planning, budgeting, and expenditures of funds allocated for the department.
5. To process all purchase requisitions for equipment and supplies for the department.
6. To review and assemble requests for library materials, books, audiovisual materials, and teaching aids for the department, ensuring that optimum use is made of library funds.
7. To maintain inventory records for all equipment assigned to the department and annually reconcile records with those of the Vice President of Business Services.
8. To maintain a list of conferences to be attended by members of the department throughout the year, and to approve any travel to professional conferences within the department.
9. To act as liaison among the members in his/her department and appropriate administrators, and ensure that programs/policies which are developed are supported and followed.

10. To ensure that all college reports and requested information are submitted promptly and accurately.
11. To prepare catalog copy of departmental offerings and regulations to submit to the Office of Instruction.
12. To develop and submit to the appropriate staff member the proposed departmental class schedules.
13. To recommend and furnish lists of textbooks to be used in the department with an estimate of the number needed each semester to the Office of Instruction for distribution to the bookstore.
14. To develop and evaluate a department syllabus for each course in the department.
15. To arrange, in coordination with the Vice President of Instruction, for classes to be covered when an instructor is absent and report such absences to the Office of Instruction.
16. To develop articulation of the courses in the department with other community and senior colleges within the state using the Uniform Course Numbering System.
17. To attend Curriculum Re-Alignment meetings with other community colleges to review and update course offerings.
18. To serve with the members of the department as advisors/counselors for all majors within the department as well as other departments.
19. To distribute, collect, and approve necessary payroll forms for all faculty in the department.
20. To monitor all faculty in your area for attendance, missing LDA's, grades, etc.
21. To request all maintenance, phone, and technology needs using the "Track-It" System.
22. To serve on committees as appointed and other duties requested by the administration.

## **1. To participate in selecting faculty for the areas within the department.**

It is the responsibility of the department chair to facilitate the hiring of full-time, adjunct, dual enrollment, and eLearning faculty to teach courses within the department. This includes providing an instructor for off-campus centers as well as MSVCC. The department chair should follow the checklists on page 7 for full-time faculty and page 8 for adjunct faculty. The Dual Enrollment Instructor Approval Process should be followed.

MDCC utilizes a committee to select appropriate individuals to fill full-time faculty positions. The department chair plays a vital role in drafting the vacancy notice with the Vice President of Instruction and ensuring that the President approves of its contents. In addition, the department chair along with the Vice President of Instruction, works with the Director of Human Resources to post the notice.

All classes must be taught by an instructor who holds a master's degree which contains 18 graduate hours in a specific discipline or a master's degree in any area with 18 additional hours in a specific area they are to teach. The exceptions are Career-Technical courses and Health Sciences where the teaching requirements meet the minimum requirements for a particular program and for non-transferrable courses. The graduate hours must be from a regionally-accredited institution. Only individuals with completed application packets are to be interviewed.

The Vice President of Instruction and the Department Chair select a five-member interview committee which is fair and unbiased, and is approved by the President of the college. The Department Chair is a member of the committee as well as the Vice President of Instruction. Either may serve as the chair. Interviews are assigned by the Committee Chair, and applicants are notified of interview times. A conference room to conduct interviews should be reserved by the Committee Chair. The selection process includes the completion of an "Interview Committee Release" and "Employment Interview Analysis" forms among several others. Human Resources will provide all necessary forms in the electronic file folder of all candidates' information prior to candidate selection. The "Certification of Credentials for Instructors" form is required for hiring.

Full-time faculty are employed by MDCC and are contractual employees with benefits. Part-time faculty refers to a full-time employee of MDCC who serves as an instructor in a different capacity or program outside of the regular business hours of MDCC (for example, a coach). Adjunct faculty refers to individuals who are not full-time employees of MDCC, but teach one or more courses for the department(s).

No faculty member is to be listed on a schedule without the completion of these forms as well as payroll deduction and computer access forms which are provided by the Human Resources Office. Upon completion and approval by the Board of Trustees, the Department Chair notifies the appropriate administrative assistant to include the faculty on the schedule.

Upon departure from employment at MDCC, the faculty/staff member should complete the online Employee Clearance Form and Exit Interview Form.

## **Checklist for Hiring Full-Time Faculty**

- \_\_\_\_\_ Work with HR to draft a vacancy notice using the HR template with approval by the Vice President of Instruction and the President
- \_\_\_\_\_ Choose a fair, unbiased interview committee and seek approval by the Vice President of Instruction and the President
- \_\_\_\_\_ Review applicants who have completed applications with the interview committee to determine the best applicants to interview
- \_\_\_\_\_ Choose the date and times for interviews along with the HR Director and reserve a location for interviews
- \_\_\_\_\_ Work with Human Resources to contact applicants to notify them of interview times
- \_\_\_\_\_ Facilitate the interviews including an explanation of the evaluation process including the requirement of a face-to-face interview and a writing component as well
- \_\_\_\_\_ Complete the entire Request to Hire Form "packet" which requires attachment of resume, application, transcripts, completed credential form, etc.
- \_\_\_\_\_ Follow through with the Vice President of Instruction that an offer has been made to the candidate
- \_\_\_\_\_ Complete any other forms for Human Resources
- \_\_\_\_\_ Have the employee work with Human Resources to complete Employee Payroll and IT packets
- \_\_\_\_\_ Procure an office, keys, a classroom (unless VCC), course syllabi, textbooks, and basic supplies for the new faculty
- \_\_\_\_\_ Provide a "Policies and Procedures Manual" to the new employee
- \_\_\_\_\_ Provide an updated copy of the Advisor's Handbook unless they will soon be signed up for an Advising Workshop where one will be provided.
- \_\_\_\_\_ Work with Human Resources to make sure the new faculty member is aware of date for New Faculty Orientation and upcoming, mandated meetings
- \_\_\_\_\_ Aid faculty in procuring an I.D. and parking decal
- \_\_\_\_\_ Educate new faculty on procedures for attendance records, grades, withdrawals, cut-outs, purchase requisitions, leave policies, office hours, etc.
- \_\_\_\_\_ Make sure that the department office and the Office of Instruction have current contact information
- \_\_\_\_\_ Inform new faculty of how payroll is processed and any overload information, if needed

## **Checklist for Hiring Adjunct Faculty**

- \_\_\_\_\_ Review the Employment application and official transcripts
- \_\_\_\_\_ Complete the entire New Hire form "packet" provided online by Human Resources and make sure all steps listed in this handbook are followed
- \_\_\_\_\_ Have the employee work with Human Resources to complete Employee Payroll and IT packets
- \_\_\_\_\_ Provide the instructor with course syllabi, textbooks, basic supplies and the Handbook for Adjunct, Dual Enrollment and eLearning Faculty
- \_\_\_\_\_ Provide a copy of the "Policies and Procedures Manual"
- \_\_\_\_\_ Educate the instructor on procedures for attendance records, grades, withdrawals, cut-outs, requisitions, office hours, etc.
- \_\_\_\_\_ Aid the faculty member in obtaining an I.D. and parking decal
- \_\_\_\_\_ Inform the adjunct faculty of how the salary will be paid, i.e., beginning with the second month of the semester
- \_\_\_\_\_ Ensure that the instructor is introduced to off-campus personnel, if applicable
- \_\_\_\_\_ Make sure that the department office and Office of Instruction have current contact information
- \_\_\_\_\_ Inform the instructor of the date and times for adjunct faculty meetings

**2. To develop the highest possible level of excellence in instruction by working with the faculty, orienting new faculty members to the college and to their specific function, and observing faculty members in their duties.**

All faculty and staff are to participate in professional development workshops and presentations. Currently, all full-time faculty and staff are expected to complete ten professional development hours between January 1 and the second Thursday in November of the current year. In addition, MSVCC faculty are to attend advanced training sessions when made available. It is the Department Chair's responsibility to ensure that all faculty and staff within the department attend scheduled department meetings and general faculty meetings.

Department Chairs are responsible for the evaluation of each faculty member within their respective department(s). The Chair is to utilize multiple instruments in the completion of this evaluation: Student Evaluations of Instructors, MSVCC Evaluations of Courses, and Grade Distributions for each instructor. For non-teaching personnel under the Chair's responsibility, the Performance Evaluation for Administrative & Non-Teaching/Staff Personnel should be used. Librarian evaluation form is also included.

The following evaluation forms will be used:

1. Student Evaluations
2. Classroom Observation Form
3. Evaluation of Teaching Personnel
4. Evaluation of Non-Teaching Personnel
5. Evaluation of Librarians

Frequency schedule and guidelines for instructor evaluations:

Department Chairpersons will evaluate the teaching performance of faculty using:

- Classroom Observation Form. This form will be used in accordance with the below schedule:
  - Veteran (5+ years of teaching experience AT MDCC) full-time and adjunct/part-time instructors are exempt from classroom observations. All other instructors who have an evaluation score on the Administrative Evaluation of Teaching Personnel form of 4.0 or higher, will be evaluated every two years until reaching veteran status). If less than 4.0, the instructor will be evaluated annually.
  - Dual enrollment or new hire faculty (full-time or adjunct/part-time) will have the classroom observation every other year until reaching veteran status.
  - Any full-time, adjunct, or part-time instructor may be evaluated on any given year or even multiple times annually if deemed necessary by his/her Supervisor and/or the Vice President of Instruction.

- Administrative Evaluation of Teaching Personnel. This form will be used annually for each faculty member.

### **3. To preside over departmental meetings as well as maintain records of the minutes for the department.**

Each Department is to conduct faculty meetings on a regular basis. The Department Chair sets the agenda for the meetings and serves as the facilitator. Written minutes of the meetings are kept and filed in the Department Chair's Office. In addition to departmental meetings, the Vice President of Instruction will hold monthly Department Chair meetings. The dates and times of these meetings are provided at the beginning of each semester. The Department Chair is responsible for disseminating information from the Department Chair meetings to their respective faculty members. Each faculty member should be educated on the flow chart within area of Instruction, i.e., faculty member, Department Chair, Vice President of Instruction. CTE will include: faculty member, CTE Coordinator, Dean of CTE and Adult Education, Vice President of Instruction. HS will include: faculty member, Program Director, Dean of HS, Vice President of Instruction.

In addition, it is the responsibility of the Department Chair to be aware of special programs/events planned and implemented by faculty and staff within their department and to ensure that appropriate documents are completed and procedures followed. This includes the completion of the Facilities Reservation Form which must be completed online. This form can be found on the Faculty and Staff page under "Employment Forms and Documents". The form is listed under Special Events. The Department Chair is to make certain that this form is completed in detail to include all specific requests. It is necessary for this form to be turned in at least seven (7) business days before the event. It is the responsibility of the requestor to check with the building coordinator before completing the form. The requestor shall take care of the meal planning, decorations, etc. The requestor should request maintenance to have whatever needs taken care of (air/heat, tables chairs) via a Facilities Management Track-It. If the event will have a printed program, the Department Chair needs to proofread the document and notify those on the program prior to publishing.

### **4. To supervise the planning, budgeting, and expenditures of funds allocated for the department.**

It is the responsibility of the Department Chair to facilitate the updating of all planning documents (Annual Effectiveness Plans and Program Reviews when required as they are on a 5-year cycle), and budget proposals on an annual basis satisfying the timelines set by the President and the Office of Institutional Effectiveness. The Department Chair also maintains and monitors the budget for the department and allocates to each area of the department according to the specific needs set forth.

Department Chairs need to consider accreditation and other professional conferences when planning the budget for the academic year. Also, purchases of large items as well as new faculty or staff positions must be considered and stated in the planning documents and proposed budget requests. In addition, expanding technology used in teaching needs to be considered and requested accordingly.

When traveling to a conference, if requesting travel reimbursement upon return, please keep in mind the following:

1. Complete the travel voucher form for reimbursement.
  - a. Please refer to the Business Office manual or ask the Business Office directly.  
Note: MDCC cannot pay for meals that were provided by the hotel or the conference/meeting including a continental breakfast at the hotel.
2. Attach the following to your travel voucher form:
  - a. Bring your hotel receipt back (showing zero balance). One copy needs to be attached to the travel voucher form and one needs to go to Angela White in the President's office so that she can reconcile her credit card statements for payment of hotel room and airfare.
  - b. Attach an itemized conference agenda.
  - c. Attach a copy of the President approved (signed) Administrative Leave form (paper copy—use this any time that a hotel/airfare is involved)
3. Also, be sure to input your leave time in Kronos as Administrative Leave.

Notes:

- Depending on your departure/return times, breakfast, lunch, or dinner may not be allowed. For example, if you are leaving your home first thing in the morning, breakfast is your responsibility and not eligible for reimbursement because you had opportunity to eat at home.
- Even though meal reimbursement and mileage rates fluctuate, travel budgets aren't usually increased. Accordingly, some departments may need to limit their travel opportunities due to budget constraints.

## **5. To process all requisitions for equipment and supplies for the department.**

The Department Chair should educate faculty and staff within the department as to the proper purchasing procedures and regulations. The purchase requisition should provide all necessary specifications for items needed. The prices quoted for items should never come from a catalog, but should be solicited directly from vendors in an attempt to get the lowest price possible without compromising the product. If an item is on State Contract, the requisition should include the printed info from the State website. If a needed item can be purchased for a price lower than State Contract and still meets the specifications, then the requisition should state the proposed vendor with justification.

Enlargement and Improvement (E & I) Funds may be available for purchasing equipment and non-disposable supplies which have a single, minimum cost of \$500. The best time to purchase these items is at the beginning of both fall and spring semesters.

The following are guides to be used in completing requisitions:

- Purchases totaling up to \$5,000....Best Price Possible
- Purchases totaling \$5,000.01 to \$75,000....2 quotes
- Purchases totaling over \$75,000.01 or greater.....Published bids

It is imperative that the Department Chair knows what is being purchased and have justification for the purchase. In addition, the Department Chair takes responsibility to ensure that all requisitions follow current purchasing procedures.

Once a requisition is signed by the faculty, Department Chair, and Vice President of Instruction, it is sent to the Business Office for the procurement of a Purchase Order (P.O.). The Purchase Order is the permission to purchase what was requested on the requisition. The Purchase Order number is provided to vendors to complete the ordering process. Once the item is received, the Department Chair approves the payment for the item after comparing the original requisition, P.O. number, and accuracy of the invoice/order. Upon approval by the Department Chair, the invoice is forwarded to the Vice President of Instruction for approval and then to the Business Office for payment to the vendor.

Note: A department may have an open P.O. at the Cafeteria and Bookstore each semester, but under no conditions, is a purchase to be made without a specific P.O. corresponding to an approved requisition. There is no mechanism for reimbursing any employee for purchases unless a P.O. was issued or extenuating circumstances approved by the Business Office.

**6. To review and assemble requests for library materials, books, audiovisual materials, and teaching aids for the department, ensuring that optimum use is made of library funds.**

The Department Chair should encourage all faculty, both full and part-time, to make use of offerings in the Library and Media Center. It would be advisable for the Department Chair to meet with the Director of Library Services prior to preparing a budget for an upcoming school year. This will allow the Director of Library Services to budget specifically for department needs. Also, accrediting agencies have minimum requirements for numbers and types of documents and resources necessary for specific programs and departments. The Department Chair is responsible for knowing the criteria of the accrediting agencies and communicating those standards to the Director of Library Services. It is suggested that one of the department meetings be held in the Library as a means of orienting faculty to new offerings, both written and electronic.

**7. To maintain inventory records for all equipment assigned to the department and annually reconcile records with those of the Vice President of Business Services.**

The Department Chair is responsible for all equipment purchased for his/her department. **All inventory must be completed before the chair leaves in May.** Upon receiving the equipment, the Business Office provides Inventory Numbers which are to be placed on each piece of equipment. The Department Chair is to maintain a listing of all equipment for the department with records of purchasing, warranties, etc. The Department Chair works closely with a representative from the Business Office on inventory control. If an item is no longer usable by the Department, the Department Chair completes an Inventory Removal form and sends to the Vice President of Instruction who will sign and forward to the Business Office for the removal of the item from the department inventory. Also, inventory may be transferred to another department using the Inventory Transfer Form. If inventory is missing, complete the Missing Inventory form.

Items such as iPads, laptops, etc. that are taken home by a faculty member should be listed on the Inventory Checkout form for faculty/staff. If for some reason a student is allowed to check out inventory, the Inventory Checkout form for students should be used. Both should be retained by the department chair.

**8. To maintain a list of conferences to be attended by members of the department throughout the year, and to approve travel to professional conferences within the department.**

MDCC encourages each faculty member to remain current in his/her professional field; therefore, seminars, workshops, memberships in professional organizations, etc. are both advised and required in many cases. The Department Chair should remain aware of such activities by each faculty member within the department and should approve the leave form as well as any travel requested for participation at professional meetings, etc. The Department Chair should also maintain a record of the professional development workshops, etc. for each faculty member. The Department Chair is also responsible for ensuring faculty and staff participate in regularly scheduled professional development events sponsored by MDCC as well as mandated training for faculty, including MSVCC and Canvas training, and offerings by the Professional Development Institute.

When faculty or staff must travel for administrative and/or professional purposes, the faculty/staff member should submit their request in Kronos. Once the Kronos request is approved, the faculty-staff member may begin all needed registration processes (conference fees, etc.) If a hotel reservation is required, an Administrative Leave Form must be completed, turned in to the President's Executive Assistant, and approved by the President prior to any hotel confirmation. If a school vehicle is to be used, then a Trip Request form (found under Vehicle Reservation online) must be completed and approved in advance. If an employee uses a private vehicle, travel reimbursement may be provided as long as proper documentation is attached. However, the

school prefers for a faculty member to use a school vehicle if one is available. If a school vehicle is not available and a private one is used instead, the employee will receive reimbursement at a much lower rate. For out-of-state reimbursement for meals, hotels, gasoline, or mileage, a Travel Voucher must be completed prior to leaving. Some travel locations are more expensive than others; therefore, the allowance for meals, etc. is greater. Please contact Business Services when traveling out of state for allowances. *Note: all out-of-state travel must be approved by the Board of Trustees (even if it is just across the state line).*

**9. To act as liaison among the members in the department and appropriate administrators, and ensure that programs and policies which are developed are supported and followed.**

Department Chairs serve as team leaders for departments within their departments as well as among other departments at MDCC. Each Department Chair maintains a professional relationship with other Department Chairs, Directors, and Administrators in an effort to offer students the best possible educational environment.

As well as Department Chairs, there may be Full-Time Lead Instructors/Program Coordinators. Lead Instructors/Program Coordinators are necessary within the six academic departments. Since the six department chairpersons do not have the required teaching credentials for every course that falls within the department, faculty academically qualified within the department, or Full-Time Lead Instructors/Program Coordinators assist with advisement, curricular development and review, student learning outcomes, and other duties to ensure quality and excellence. In addition, each non-transfer degree program has been assigned a faculty member with the above qualifications to serve as coordinator of the non-transfer program. This duty is of utmost importance when students are being advised in a major field and when course schedules are drafted which respect the needs of each of the instructional areas at the college. In addition, Program Coordinators are also responsible for the course offering selection for MSVCC courses.

Department Chairs are to follow the chain of command and instruct faculty and staff within their respective departments to adhere to the administrative link set forth in the policies and procedures of the school.

**10. To ensure that all college reports and requested information are submitted promptly and accurately.**

Each Department Chair is responsible for ensuring that faculty and staff within his/her department complete necessary forms, reports, maintain appropriate records, enter data on attendance and grades in a professional and timely manner, and record leave time in Kronos. It is the duty of the Department Chair to personally contact by email and/or phone each full-time and part-time faculty for the purpose of communicating requests for information either by the Department Chair or other Administrator on campus. Information is to proceed from the faculty to the Department Chair to the Vice President of Instruction and/or other Administrator. The Department Chair is to act promptly and decisively if an employee within his/her department fails

to provide the requested information.

**11. To prepare catalog copy of departmental offerings and regulations to submit to the Office of Instruction.**

Each year the College Catalog is edited for changes in courses, programs, personnel, and organizations. The Department Chair, along with departmental faculty, is responsible for updating the information in the College Catalog. The changes are to be made according to directions provided by the Administrative Assistant in the Office of Instruction. Once approved by the Vice President of Instruction, the changes will be forwarded for posting on the college website.

The checksheets for each major within a department are to be updated regularly with changes in curriculum alignments, pre-requisites, credits offered, changes in transfer courses, and specific information about courses offered. The updated checksheets are to be forwarded to the Office of Instruction with copies to the Liaison for Veterans Affairs at the College in Admissions.

**12. To develop and submit to the appropriate staff members the proposed departmental class schedule.**

Class schedules are to be planned in-detail and submitted to the appropriate staff member who will enter the schedule information into Banner for each major term offered by MDCC. Specific terms include:

- a) Fall Schedule, including Late Start Classes (traditional and online)
- b) Holiday Interim Online Classes
- c) Spring Schedule, including Late Start Classes (traditional and online)
- d) Summer Intersession and Summer Classes (traditional and online)

The Department Chairs work with faculty and staff within their departments as well as other departments to develop comprehensive, inviting class schedules for each term of the school year, including summer school. The schedule is developed for the benefit of students enrolled at MDCC. All campus locations are to offer courses which enable students to work toward a specific degree or certificate. The Moorhead, GHEC, and Greenwood locations as well as the MSVCC should offer all courses needed for the completion of an Associate of Arts Degree. Students should be able to enroll as full-time students with day classes only, eLearning classes only, MW schedules, and TR schedules. The planning of the comprehensive schedule involves significant, detailed steps to ensure that students are able to enroll in core classes. Vital to the efficiency of the schedule planning process is the inclusion of accurate class days, times, locations, and names of instructors and adherence to the deadlines for submission.

Extra consideration is given to classes assigned to students at Parchman as well as Middle College students. The Vice President of Instruction must establish these classes first. When class schedules are being prepared, Department Chairs along with the Vice President of Instruction will also decide the class limit numbers and any specific directions for the classes offered in his/her department, i.e., extra sections to be opened in the event of increased

enrollment, etc. The Vice President of Instruction must approve individual instructor schedules before being finalized. Prior to the beginning of the class, the department chair, in conjunction with the Vice President of Instruction, decides if there is sufficient enrollment for the class to be held. If the class needs to be deleted, the Department Chair will have the appropriate staff member remove the course from the schedule and notify the Office of Instruction.

Arrangements by the instructor and department chair will be made to ensure that students enrolled in the class are contacted to be put in another section, another class or the same course at a different location. In addition, it is necessary for someone to be present in the classroom at the time the class would have begun so that any students arriving would be directed appropriately. It is not sufficient to close the class and assume that no one will show up. Also, the proposed instructor for the class needs to be informed by the Department Chair at the same time that the decision to close the class has been made.

**13. To evaluate/develop a syllabus for each course in his/her department.**

The Department Chair must ensure that departmental faculty develop and maintain current course syllabi. The format used for the syllabi is consistent across areas of instruction and should contain specific directives for the course. Each faculty member is responsible for adding his/her own directives to the course syllabi, i.e., projects, grading, attendance info, along with all pertinent contact information. The syllabi for the department are maintained in files in the Department Chair's Office and copies are placed in the Department Shares folder on the shared drive each semester. The Department Chair is responsible for evaluating the syllabi within his/her department, and some notation of this action should be made on the filed documents.

**14. To recommend/furnish the lists of textbooks to be used in the department with an estimate of the number needed each semester. This information is sent to the Office of Instruction for approval before being forwarded to the Bookstore.**

**Textbook Reminders**

- Only one instructor should be listed per form. A form should be used for each full-time instructor and each adjunct instructor. If an instructor teaches multiple subjects for the same publisher, then multiple subjects may be listed.
- If an instructor doesn't use a book, then a form should be submitted with the word "NONE" in the Title of Book section for each course taught with the instructor's name.
- Remember to use a regular book form for textbooks that are not electronic. Use the Inclusive Access form for any eBooks and access to publisher resources; for example, Mindtap or Connect.
- The ISBN must always be listed.
- Labs are separate courses and should be listed separately on the form.
- Any forms not completed correctly will be sent back by the VP of Instruction to the affected department.
- Chairs may complete forms for adjunct instructors, but should include an email from

the adjunct stating approval of materials. If the instructor is unknown at the time, then "Staff" should be listed for the instructor. Once the instructor of a course is identified, updated information should be shared with the bookstore.

- Chairs and Administrative Assistants should be very careful about not copying and/or leaving old information on the syllabus and/or the textbook form. Textbook information should be reflected on the course syllabus.

**15. To arrange, in coordination with the Vice President of Instruction, for classes to be covered when an instructor is absent and report such absences to the Office of Instruction.**

If an instructor has to be absent from classes, he/she informs the Department Chair and completes both their leave time in Kronos and an Instructor Absence Request form (this form is only completed if the absence is planned—not to be completed retroactively). In the event of sudden illness or emergencies, instructors need to contact the Department Chair who will attempt to have other faculty teach the class or may choose to provide an assignment for the class(es). Only submission of the leave time in Kronos needs to be completed in the latter case.

Instructors have two personal leave days which are part of their medical leave allowed each school year. Instructors do not have vacation leave, but do have administrative/professional leave. It is the Department Chair's responsibility to assure that the instructor's leave time is verified in Kronos. Off-campus instructors are responsible for contacting their Department Chair when they need to be absent (when absence is sudden and a form was not completed). The Department Chair or that instructor needs to contact the Center Director to apprise them of their absence.

**16. To develop articulation of the courses in the department with other community and senior colleges within the state using the Uniform Course Numbering System.**

All fifteen two-year colleges in Mississippi work collaboratively to maintain consistent curriculum among courses taught at the institutions as a part of the ongoing commitment to respect the Articulation Agreement, which is the legal contract between the Community and Junior Colleges and the Schools of the Institutions of Higher Learning. Every five years, curriculum realignment meetings take place for academic disciplines. In addition, Career-Technical curriculum meetings take place on a regular schedule to ensure compliance with the Research and Curriculum Unit for the State, and Health Science Curriculum realignments are done as well.

It is necessary that MDCC faculty play vital roles in all curriculum realignments and to express to the Department Chair any concerns with respect to course content and/or articulation to IHL schools. For academic concerns, the Department Chair communicates the concerns to the Vice President of Instruction who informs the Chair of the Articulation Committee of the Chief Academic Officers Association of the Community and Junior Colleges. All articulation questions and concerns are communicated for resolution to the articulation liaison of the IHL Schools.

CTE and Health Sciences concerns will be handled by the respective Deans.

The Academic Department Chair is responsible for being knowledgeable of the Articulation Agreement for majors within his/her department and is also responsible for educating departmental faculty about this document and its significance.

**17. To attend Curriculum Re-Alignment meetings with other Community colleges to review and update course offerings.**

Once the state-wide changes are recommended at the curriculum alignment meeting for any of three Colleges (Academics, CTE, HS) and approved by all college Presidents, then these changes must be reflected by MDCC by submitting the appropriate curriculum committee request forms to the MDCC Curriculum Committee.

The forms are approved and signed by the Department Chair, the Vice President of Instruction, and the President. Once approval of curriculum changes occurs, the appropriate changes are reflected in the check sheets, course descriptions in the catalog, schedules, and the website.

**18. To serve with members of the department as advisors/counselors for all majors within the department as well as other departments.**

A major role played by Department Chairs and all faculty is student advising. Departmental Faculty are primary advisors for students who major in specific disciplines within the departments/programs. The Department Chair is responsible for assigning faculty advisors for all registration periods at all campuses if faculty do not willingly sign up. All MDCC Faculty members are responsible for advising all Academic/CTE/HS majors. In addition, the Department Chair (in coordination with program directors/liaisons for CTE and HS) is responsible for updating the checksheets used for advising, updating his/her respective information in the Advising Handbook, and for ensuring that all faculty are knowledgeable of its contents. Refer to the Advising Handbook.

**19. To distribute, collect and approve necessary payroll forms for all faculty in the department.**

Each semester the department chair will provide the necessary payroll forms to the faculty. For an instructor or staff member of a department to be paid accurately and timely, specific procedures need to be followed upon completion of all employment forms.

Full-time faculty sign a legal contract with MDCC annually. Full-time staff sign a Payroll Authorization Form annually. In addition, full-time faculty must also complete a Contract Addendum each semester listing the courses taught as well as any courses beyond his/her regular contracted pay.

Each faculty member must complete a "Contract Addendum" form signed by the instructor and the Department Chair prior to being paid for any courses taught. Overload pay for faculty is at the rate of \$2,000.00 for a 3-hour course (if the enrollment reaches 12 students); the rate of pay is \$2,100.00 for a 3-hour course (if the enrollment reaches 12 students).

In some instances, it is better to have extra pay for additional duties be included in the faculty contracts rather than turned in as overload requests. If an employee is contracted to do other duties besides teaching, they may be required to fill out an additional Contract Addendum form for payroll purposes.

eLearning pay corresponds with the contact hour rate if the eLearning class has full enrollment, i.e., 12 to 25 per course for fall, spring, and summer.

If the enrollment in the eLearning class does not meet the full course criteria, then faculty are paid using a sliding scale. This scale is also used for dual enrollment instructors who do not meet the minimum enrollment numbers and for any in house online course.

**20. To monitor all faculty in your department for attendance, missing LDA's, grades, etc.**

During the semester, the Office of Admissions and the Office of Instruction periodically send out emails when necessary information is due in Banner (Ex: attendance, no-shows, withdrawals, missing LDAs and grades). If any faculty members in your area are missing this information, the Office of Instruction may notify you to contact the faculty member so this can be corrected in a timely manner.

**21. To request all maintenance, phone and technology needs using the "Track-It" System.**

The Department Chair is the contact person for pursuing all maintenance and technology requests. For requests that are not emergencies, the "Track-It" System is to be used by designated individuals within the department. The Department Chair should request all of the maintenance and computer/phone needs for the entire department. This includes the classrooms, offices, or facilities needing maintenance for the department. Prime times for these assessments include the end of each semester and the summer prior to the beginning of a new school year.

**22. To perform other duties requested by the administration.**

Serving on curriculum, hiring, appeals, graduation, homecoming, and accreditation committees, etc. is part of the job description of the Department Chair. One committee you will automatically become a member of is the Standing Committee for Honors and Awards. This committee votes on Hall of Fame and other awards as deemed necessary.

MDCC sponsors many school functions in all areas (Academic, Health Sciences, and Career-Technical) as well as recruiting, sports, and community projects for which the Department Chair will be expected to participate. If you cannot attend, please have at least one faculty member from your area attend.

# **Chair of the Center for Teaching and Learning (CTL)**

## **Mississippi Delta Community College**

### **Overview**

The Chair of the Center for Teaching and Learning (CTL) at Mississippi Delta Community College leads the institution's efforts to cultivate and support a culture of teaching excellence, innovation, and continuous professional development. The Chair works closely with faculty, staff, administrators, and regional partners to enhance instructional quality and learning outcomes across all instructional sites and modalities.

### **Primary Responsibilities**

#### **Leadership and Strategic Planning**

- Provide visionary leadership and strategic direction for CTL initiatives that align with MDCC's mission and academic priorities.
- Develop and assess short- and long-term goals for faculty development and instructional improvement.
- Ensure that CTL programming supports all instructional modalities, including traditional, online, hybrid, dual credit, Middle College, and Prison Education.

#### **Faculty and Staff Support**

- Design and coordinate workshops, webinars, and training sessions that promote evidence-based teaching practices and instructional innovation.
- Offer individualized support and consultation for faculty on topics such as pedagogy, instructional technology, curriculum design, and assessment.
- Maintain a supportive environment that encourages experimentation, collaboration, and professional growth.

#### **Communication and Collaboration**

- Serve as a liaison between faculty and college administration to advocate for instructional needs and improvements.
- Actively solicit and respond to faculty and staff feedback to ensure the CTL remains relevant and responsive.
- Build collaborative partnerships with regional teaching and learning centers, educational organizations, and professional networks.

#### **Program Implementation and Evaluation**

- Organize and promote ongoing CTL events, including semesterly orientations, themed professional development series, and faculty learning communities.
- Develop and manage mentorship programs for new faculty.
- Monitor the effectiveness of CTL services and use data to inform programming and resource development.

#### **Resource Management**

- Oversee CTL communications, including newsletters, email announcements, and online

resource updates.

- Curate and maintain a repository of digital and print resources on pedagogy, assessment, and educational technology.
- Manage CTL-related budgets, proposals, and reporting requirements as needed.

### **Professional Disposition**

- The Chair of CTL is expected to model a commitment to teaching excellence, inclusivity, continuous learning, and collaboration. The Chair serves as a visible and accessible advocate for faculty development and instructional improvement across the college.

### **Contact and Feedback**

- The CTL welcomes ideas and input from all MDCC employees. Faculty and staff are encouraged to reach out to the CTL Chair with suggestions, needs, or interest in participating in CTL initiatives.

## Hiring Steps

1. Send an email to the VP of Instruction requesting to hire by stating the position and reasoning for the position to be filled (someone retired, resigned, etc.) The VP of Instruction will then forward the request to the President with the following being copied: Department Chair, Human Resources, and Business Services.
2. Upon receiving approval from the President for the position to be filled, the Department Chair will complete the Vacancy Announcement Request Form with the job description attached. Upon receiving approval from the Vice President of Instruction, the Department Chair will submit to Human Resources who forwards the request to Public Relations for social media postings and to other media outlets for posting.
3. After presidential approval, the Department Chair may select a diverse interview committee of five or more (preferably an odd number). An email should be sent to the VP of Instruction listing that committee. The VP of Instruction will then forward the email to the President with the following being copied: Department Chair and Human Resources.
4. The position must be posted for five days if posting internally only and fifteen days if posting internally/externally. Upon the expiration of the time limit, Human Resources will provide the chair and approved interview committee members with access to the electronic folder containing all Complete and Incomplete Applications.
5. After the posting time limit has expired, the interview committee should meet to review all completed applications, rate them according to the scoring rubric, and forward the names of the candidates to be interviewed to Human Resources.
6. The Department Chair will work with Human Resources on determining interview dates/times as well as location of the interviews.
7. All documentation needed for interviews will be included in the electronic folder provided by Human Resources. The Department Chair will make a folder for copies of all documentation for each candidate for every interview committee member.
8. As each candidate is interviewed, the Department Chair will make a copy of the interviewee's driver's license and social security card. They should also sign a Request to Hire Form and complete the E-Verify Form as well. Note: Signing forms does not indicate that the interviewee has been selected and this fact should be explained to them.
9. After interviews are held, the Department Chair will complete all necessary documentation from the interviews and turn all documentation (including folders of information) in to Human Resources for processing or shredding (depending upon the document).
10. The Department Chair completes the Request to Hire Form including required documentation to be attached, with the following signatures in order of: Employee, Department Chair, Vice President of Instruction, Human Resources, and the President.
11. Upon completion of all signatures and the President's approval, the VP of Instruction or Hiring Supervisor will extend the offer to the candidate. Human Resources will then initiate contact with the new hire to complete the hiring process upon their acceptance of the job. The Department Chair should be available as needed during the process.

## **Instructional Units Meetings for 2026-2027**

### **School Year**

|                        |                                                                                    |
|------------------------|------------------------------------------------------------------------------------|
| Tuesday, August 11     | Immediately following the morning Full Faculty Meeting in the Fine Arts Auditorium |
| Wednesday, September 2 | 2:00 p.m. in Multipurpose Room of Stauffer-Wood Administration Building            |
| Wednesday, October 7   | 2:00 p.m. in Multipurpose Room of Stauffer-Wood Administration Building            |
| Wednesday, November 11 | 2:00 p.m. in Multipurpose Room of Stauffer-Wood Administration Building            |
| Wednesday, January 6   | 2:00 p.m. in Multipurpose Room of Stauffer-Wood Administration Building            |
| Wednesday, February 3  | 2:00 p.m. in Multipurpose Room of Stauffer-Wood Administration Building            |
| Tuesday, March 2       | 2:00 p.m. in Multipurpose Room of Stauffer-Wood Administration Building            |
| Tuesday, April 6       | 2:00 p.m. in Multipurpose Room of Stauffer-Wood Administration Building            |

## **Procurement Procedures**

Each contract/service agreement must go through one of the following evaluation processes.

### **Steps for Contracts/Agreements**

If your purchase is \$1,000 or less:

- Complete the Purchase Requisition form and forward it to Business Services. If the Purchase Requisition is itemized, please include the appropriate price list to show where you got the pricing information. With prices changing due to COVID issues, MDCC must take steps to protect our budget from unexpected price increases. In the past a dated price list - as simple as a printout from the Vendor website showing the item details and cost – would provide that protection. However, COVID has changed this. Only signed and dated quotes hold prices AND only for the time specified on the quote.
- Complete the Contracts/Consortium Evaluation form (Appendix A) and attach it to the Purchase Requisition. Send both documents to Business Services.

If your purchase is \$1,000.01 or more:

- Complete the Purchase Requisition form. Attach price list or quotes and other documentation as required.
- You must attach a formal agreement to the Purchase Requisition.
- This agreement can come from the vendor or MDCC. MDCC uses the attached MOA (Memorandum of Agreement) (Appendix B). Before attaching it to the Purchase Requisition, make sure it is already signed by the selected vendor. Then obtain all appropriate MDCC signatures.
- Complete the Contracts/Consortium Evaluation form.
- Forward the Purchase Requisition, the vendor agreement or MOA, and the Contracts/Consortium Evaluation form to Business Services. A member of the Procurement Committee will determine which of the following approvals are necessary.
- Agreements of \$1,000.01 to \$5,000 require the President's signature on the Contract/Agreement/MOA for approval.
- Agreements of \$5,000.01 to \$24,999.99 will require at least 2 quotes and ratification of the Contract/Agreement/MOA by the Board of Trustees after approval by the President.
- Agreements of \$25,000 or more will require multiple bids or quotes as appropriate and must obtain Board of Trustees approval for the Contract/Agreement/MOA. Such agreements must also include the criteria used to evaluate the proposals and the completed evaluation forms attached to the Contracts/Consortium Evaluation form.
- After appropriate approval and processing, copies of all executed leases or agreements over \$25,000 will be forwarded to the Office of Institutional Effectiveness for archiving.

See the Business Services Procedures Manual for complete information under Employee Resources located with all of the Forms and Documents.

# Mississippi Delta Community College

College of (Academics, CTE, or HS) – (Name of Department or Program)

## (Course Title) Course Syllabus

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course:</b>                    | (Prefix + Course Code)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Credit:</b>                    | (Hours credit awarded)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Course Title:</b>              | (Example: General Psychology)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Textbook:</b>                  | (Name, author, edition, ISBN Number; also indicate if Inclusive Access)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Course Prerequisites:</b>      | (Check catalog)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Course Description:</b>        | (This brief description should come from the Uniform Course Numbering System from MCCB)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>General Learning Outcomes:</b> | <p>(List only ONE of the following that will be assessed for this course. These 3 outcomes are the same across all 3 colleges. List the one chosen for the curriculum map.)</p> <ul style="list-style-type: none"><li>• Students will be able to analyze facts to draw conclusions.</li><li>• Students will learn to interpret graphic data/information to problem solve.</li><li>• Students will be able to read and use written text.</li></ul>                                                                                                                                     |
| <b>Program Learning Outcomes:</b> | <p>(For Associate of Arts, the following will be the 4 to be listed. CTE and HS will vary from program to program and will be the first column of the Effectiveness Plan.)</p> <ul style="list-style-type: none"><li>• Students will develop critical thinking skills as a result of a broad-based core curriculum.</li><li>• Students will be able to use technology appropriate to the content they are studying.</li><li>• Students will comprehend reading from a variety of texts.</li><li>• Students will improve their ability to communicate in a variety of modes.</li></ul> |
| <b>Course Learning Outcomes:</b>  | <p>(List related objectives that will be taught and assessed in the course. These objectives should reflect knowledge, skills, comprehension, and/or applications of knowledge that the student will have learned at the conclusion of the course. For academics, these should be listed as Outcomes from the UCNS.)</p>                                                                                                                                                                                                                                                              |
| <b>Content Outline:</b>           | <p>(List the major topics and related subtopics to be addressed.)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Evaluation of Student Learning Outcomes:**

(List the approaches or assessment strategies that will be used to determine students' achievement of Course Learning Outcomes and Course Objectives. State these in measurable, behavioral terms.)

**Notice of Non-discrimination Statement**

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

**(Everything above this note constitutes a "course or the old term departmental" syllabus which is standard regardless of instructor of that course. Instructors should place all of his/her customized items beginning here. MDCC Alerts below should be at the bottom of the syllabus. Be sure to delete this statement.)**

**(Your first personalized heading)**

(Your first text to go with the heading. To move from box to box within this table press tab. Pressing tab will also generate new rows. You may be inside of a row and go to Layout, Delete and Delete a row or Insert Above or Insert Below. Might want to leave a blank row in between sections.)

**MDCC Alerts:**

This is Mississippi Delta Community College's alert service provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your e-mail account.

Registration is free. It is important that all students register to receive emergency alerts.

**MOBILE REGISTRATION:**

Text the keyword *MDCCALERTS* to the number 79516 to subscribe. (use the exact keyword, no spaces, when sending the text message). You'll receive a text message confirming your registration.

-OR-

**WEB REGISTRATION:**

Signup from a computer by visiting <http://alerts.msdelta.edu> and creating an account. Need help? Visit <http://alerts.msdelta.edu> and submit a technical support ticket.

**It is imperative that the Department Chair ensure that all forms are completed as-needed, whether those forms are for processes in Admissions, the Bookstore, the Business Office, Advising, Human Resources, etc.** This keeps all processes working in a timely manner. All forms referenced in this handbook can be obtained by visiting the Employee Resources site: <https://www.msdelta.edu/employee-resources/index.php> or by contacting the respective department.